

## Job Description

**JOB TITLE:** Occupational Health Lead Nurse

**DIVISION:** Corporate

**GRADE:** 8a

**REPORTS TO:** Assistant Director HR

**ACCOUNTABLE TO:** Chief Nurse

### VALUES AND BEHAVIOURS



### About NUH

Every day, our teams at Nottingham University Hospitals NHS Trust (NUH) make a difference. We save lives, we improve lives and we usher in new life. We are proud to play a central role in supporting the health and wellbeing of people in Nottingham, Nottinghamshire and our surrounding communities.

With more than 18,000 colleagues, we are the largest employer in Nottinghamshire and one of the biggest and busiest NHS Trusts in the country, serving more than 2.5m residents of Nottingham and Nottinghamshire and a further four million people across the East Midlands and beyond.

We provide a range of national and internationally renowned specialist services and we are at the forefront of new surgical procedures and research programmes.

We are home to the East Midlands Major Trauma Centre, the Nottingham Children's Hospital and in partnership with the University of Nottingham we host a Biomedical Research Centre carrying out vital research into hearing, digestive diseases, respiratory, musculoskeletal disease, mental health and imaging.

As a teaching hospital, we are instrumental in the education and training of doctors, nurses and other healthcare professionals. We are proud of our strong relationships with universities across the East

Midlands, including the University of Nottingham, Nottingham Trent University and Loughborough University.

The last year has been challenging for our teams. Alongside our continued recovery from Covid, our maternity services are subject to an independent review and we must do more to improve our culture. We are more focused than ever on making sustained improvements across our services.

As one of the NHS Trusts identified in the New Hospital Programme, a programme of investment in NHS hospitals, we have extensive plans to improve our hospitals and the services we deliver for patients. As well as the redevelopment of the Queen's Medical Centre and City Hospital, plans for a new 70 bed NHS rehabilitation facility set to be built on the Stanford Hall Rehabilitation Estate near Loughborough, are currently going through the approvals process.

We have recently become home to the latest series of Channel 4's award-winning series 24 Hours in A&E, which takes a look inside one of the country's busiest emergency department at QMC and showcases the dedication, passion and skill of our teams.

This is an exciting time to join NUH and help support our future ambitions.

## **JOB SUMMARY**

Working with a vision of "delivering excellence in everything we do", the Occupational Health Nursing Lead will work with the Medical and Administrative Leads and the Assistant Director HR to provide professional leadership and management across the Occupational Health Service being responsible for the Nursing Team.

The Occupational Health Nursing Lead will be accountable for the efficient and effective operational management of the nursing workforce, guaranteeing provision of high quality evidence based nursing practice which will be delivered within a hospital, community and outreach setting. The Occupational Health Nursing Lead will be a strong clinical leader, easily identifiable, highly visible and accessible to service users, business partners and staff. He/she will have a particular responsibility to support the developments of Clinical Governance (including SEQOHS), be the Clinical Lead for IT systems and Service Improvement, to modernise services and ensure the active involvement of service users and partners in the way Occupational Health services are developed, delivered and evaluated.

The Occupational Health Nursing Lead will provide strong clinical leadership within the Service and be highly visible and accessible. Leading by example he/she will drive up standards of clinical care and have the authority to get the essential components of care right, - quality care, ensuring service users are treated with dignity and respect, resolving problems/complaints for service users and partners and ensuring high standards are maintained throughout the Services.

In undertaking the duties for this post the post holder must comply with the NMC – 'The Code'.

The post holder will be based at City Hospital and/or the Queen's Medical Centre.

In undertaking the duties for this post the post holder must comply with the Department of Health's code of conduct for NHS Managers (October 2002).

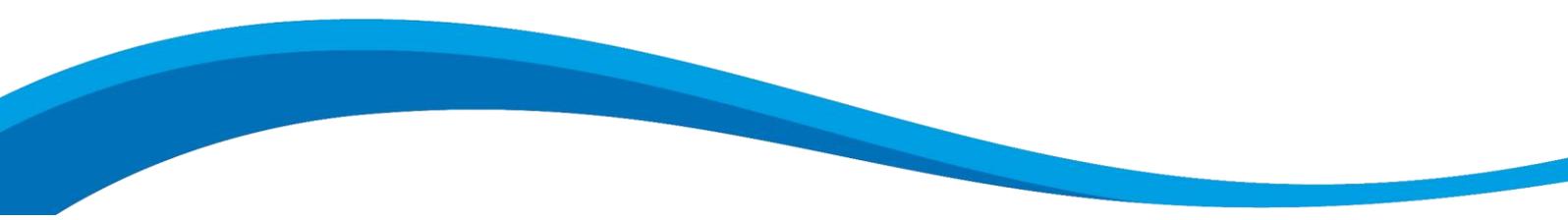
## **KEY JOB RESPONSIBILITIES**

### **Leadership:**

- Provide strong, visible, clinical leadership to energise, inspire and empower nurses and other clinical staff in pursuit of a shared vision to ensure the effective and safe delivery of services across the Service.

- Challenge, in a positive manner, current working practices within the speciality and promote a culture of continuous improvement.
- Promote a better understanding of nursing and how professionals can work to support service users and partner services to access appropriate services by means of role modelling and actively promoting the service.
- Lead on the development of new clinical policies and procedures within the service.
- Work closely with specialties in the Trust and division leadership teams to promote an ethos of joint working, collaboration and mutual respect amongst all members of staff. Ensure all staff take responsibility for safety and cleanliness of the clinical environment.
- Maintain professional competence, authority and credibility by undertaking regular clinical sessions and being highly visible to staff, actively seeking feedback about the quality of services.
- Exercise judgement in assessing wide ranging and complex manager referrals. Agree solutions, ensure and promote options to enable the delivery of optimum patient care.
- Ensure accurate, contemporaneous and timely care records, both written and electronic are maintained in service.
- Provide specialist advice to clients, managers, partners and employers.
- Using evidence based and reflective practice, influence nursing practice across sphere of responsibility, acting as a change agent and a professional resource for nursing staff to ensure the delivery of national and local standards and objectives.
- The Occupational Health Nursing Lead will take an active role in supporting the Clinical Governance and Staff wellbeing programme across the trust.
- Be the clinical lead/contact for external contracts and partners.

### **Service Delivery;**

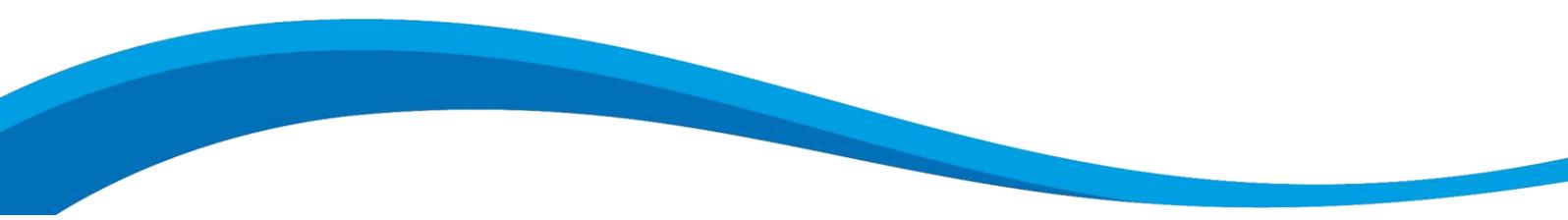
- Work closely within the Speciality to redesign processes in collaboration with other members of the multi-professional team in order to deliver an improved service user and partner experience and modernisation of services.
  - Deputise in the absence of the Medical staff/Assistant Director of HR, being accountable for responding to Trust priorities that involve Occupational Health.
  - To manage capacity, demand and service delivery, deploying resources, manpower and non-pay efficiently to maintain performance indicators for all service contracts.
  - Facilitate the effective and efficient use of budgets.
  - Have authorised signatory responsibilities for defined budgets, ensuring the delivery of a balanced budget, taking appropriate remedial action when required, and ensuring adherence to Trust Financial Policies and Procedures.
  - Identify and develop systems for collection and analysis of information required to manage workload, resources, equipment and supplies to achieve the provision of high quality services.
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- Work in collaboration with the management team to enable delivery of contractual targets.
- Contribute to annual planning and local service delivery plans.
- To be the clinical lead for the departments, IT system and external accreditation.

#### **Performance Management:**

- Manage resources to deliver care, activity levels and Trust objectives.
- Work in partnership to monitor and maintain activity levels in line with contracts, managing capacity and blocks within service delivery at speciality level.
- Ensure systems are in place for the collection and analysis of information required to manage workload, activity, resources, equipment and supplies and related financial information and to Be aware of factors affecting the service areas ability to meet the targets.
- Actively participate in Trust performance monitoring process to enable standards of care to be met and where appropriate, support improvements.
- Create and encourage a culture that empowers staff, to have sufficient authority over the facilities and services that contribute to the provision of essential care to enable them to secure and sustain the highest quality standards.
- Ensure there is a clear process in place to support staff appraisals, mandatory training and ongoing development across the clinical area.
- Ensure service compliance with statutory requirements.
- Attending contract meetings with private companies and NHS organisations and delivering performance reports. Responding to any queries relating to service delivery resulting from these meetings

#### **Research and Audit:**

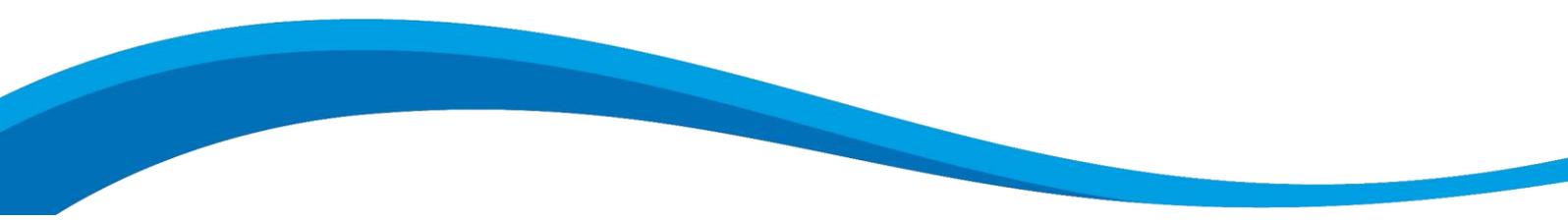
- Work with the regional Occupational Health network to devise and implement systems that promote the dissemination and sharing of evidence based development in nursing which enhances the application of knowledge and skill thereby improving the quality of care.
  - Challenge in a positive manner, current working practices and promote a culture of continuous improvement.
  - Actively encourage the use of clinical and other performance information to improve the quality of care
  - Support nursing and other staff to initiate and participate in research and support the application and evaluation of current research findings, ensuring that systems are in place to provide nurses and other clinical staff with the skills to translate evidence based findings into practice.
  - Lead the services audit programme, undertaking and supporting others in internal and external occupational health audits as part of service development and improvement
  - Ensure appropriate systems are in place to develop, implement and monitor agreed standards, guidelines, policies and practices to support care provision and service delivery and regularly review the results, facilitating the implementation of changes to practice.
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- Ensure a system is in place to report all care related incidents and coordinate the Occupational Health response to infection outbreaks and other serious untoward incidences within a timescale defined by the Trust.

### **Governance and Risk:**

- Implement systems and processes that create and maintain a culture which actively promotes staffs' contribution to the development and delivery of clinical governance and risk management objectives.
- Undertake the investigation and resolution of actual and potential complaints at a local level and work closely with the Occupational Health Team to ensure that learning takes place as a result of complaints and incidents.
- Resolve problems for contractors and service users.
- Ensure clear arrangements are in place to collect, analyse and act on patient feedback, including complaints and, in collaboration with the Occupational Health Team, devise action plans to address any issues raised.
- Work closely with the Occupational Health Medical and the Clinical Governance corporate team to ensure that appropriate mechanisms are in place for effective assessment and management of clinical and non-clinical risk.
- Provide guidance, support and expertise in relation to cleanliness, environment and infection prevention and control, in particular ensuring due attention to preserving privacy and dignity of all patients
- Provide guidance, support and expertise to the Trust in relation to First Aid and Sharps injuries/management policies.
- Establish a coordinated approach to ensure essential clinical care is carried out to the highest standard using such tools as clinical benchmarking, including identifying current practice, comparing standards within other Occupational Health Services, sharing good practice, recognition of practice to be improved, action planning to address deficit and evaluation post practice change.
- To be the clinical lead for the departments SEQOHS accreditation, working collaboratively with the rest of the Occupational Health team to maintain accreditation..

### **Communication**

- Establish effective channels of communication within the Trust and with contractors in support of delivering the services objectives
  - Work across organisational and professional boundaries, to implement new solutions to facilitate Occupational Health practice.
  - Facilitate effective multi-professional care across primary and secondary care and act as the lead Clinical Nurse within the multi-disciplinary team.
  - Build and develop improved links with contractors and other OH provider services, aiming for seamless service across NHS boundaries.
  - Provide expert nursing leadership and represent the Trust at local, regional and national level.
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## **Human Resources & Finance**

- Be accountable for the management of the clinical staff within the service. This will include staff management in accordance with the Trust's HR policies/procedures including those relating to disciplinary.
- Ensure that robust systems are in place for revalidation and the verification of professional registration of staff, including NMC registration of all nursing staff.
- Support the Occupational Health team in the day-to-day leadership of all non-medical staff within the service area, including recruitment and selection of staff, monitoring of sickness and absence, training and performance issues.
- Work collaboratively with the multidisciplinary team to contribute to the long term prediction for staffing required to deliver an efficient and effective service. Ensuring staffing is appropriate to demand by working closely with the Occupational Health team in assessing skill mix and supporting.
- Ensure that systems are in place to maintain a safe working environment across the service area and monitor compliance with Health and Safety legislation in line with the Trust Health and Safety Policy and Human Resource policies.
- Ensure support mechanisms are available for all staff within the clinical areas to enable structured reflection, including the use of clinical supervision, development of supportive networks, mentoring and coaching, and, actively encourage staff to avail themselves of them.

## **Education and Teaching:**

- Ensure that appropriate mechanisms are in place to achieve the robust induction and workplace orientation of all staff new to the service area.
- Ensure that systems are in place across the service area to identify the training and development needs of all non-medical staff and to provide an annual training and development plan which reflects workforce needs and meets service and professional requirements for lifelong learning.
- Explore opportunities for multidisciplinary training, education and development.
- Empower nurses to take on a wider range of clinical tasks in support of timely patient interventions, ensuring relevant competencies achieved.
- Work collaboratively with the Specialist Nurses, to develop an ongoing programme of Occupational Health nurse training.
- Participate in personal professional development programmes, taking every opportunity to develop new knowledge and acquire new skills to ensure that personal knowledge, awareness and attitude to clinical services is continually updated and reflects leading edge practice.

## **Divisional specific Responsibilities**

- As agreed with the Division and post holder

## **GENERAL DUTIES**

In addition to the key job responsibilities detailed in this job description all employees at Nottingham University Hospitals NHS Trust are expected to comply with the general duties detailed below:

**Infection Control**

To maintain a clean, safe environment, ensuring adherence to the Trust's standards of cleanliness, hygiene and infection control.

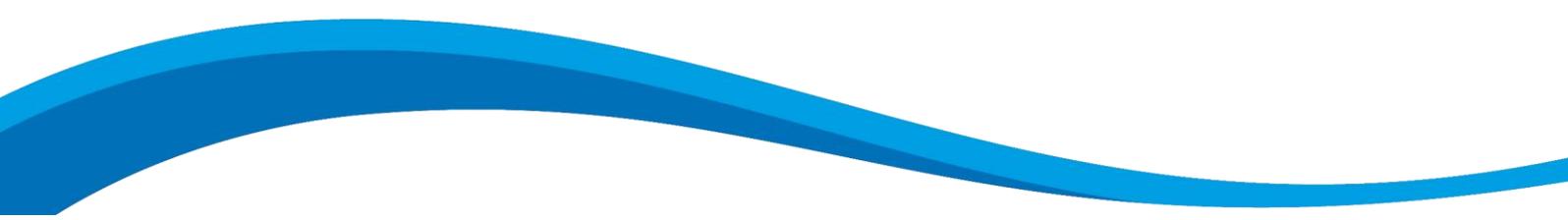
The post holder is accountable for minimising the risks of infections and for the implementation of the Code of Practice for the Prevention and Control of Healthcare Associated Infections as outlined in the Health Act 2006. This includes receiving assurance of risk and embedding evidence based practice into daily routines of all staff.

**Safeguarding children, young people and vulnerable adults**

Nottingham University Hospitals is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.

**Information Governance**

All staff have an individual responsibility for creating accurate records of their work and for making entries into and managing all NHS records effectively in line with the Health Record Keeping Policy and other Health Records and Corporate Records Management policies and procedures in order to meet the Trust's legal, regulatory and accountability requirements.



### **Health and Safety**

To take reasonable care to prevent injury to themselves or others who may be affected by their acts or omissions.

To co-operate fully in discharging the Trust policies and procedures with regard to health and safety matters.

To immediately report to their manager any shortcomings in health and safety procedures and practice.

To report any accidents or dangerous incidents to their immediate manager and safety representative as early as possible and submit a completed accident/incident form.

To use protective clothing and equipment where provided.

Whilst the aim of the Trust is to promote a co-operative and constructive view of health and safety concerns in the organisation, all staff must be aware that a wilful or irresponsible disregard for safety matters may give rise to disciplinary proceedings.

### **Governance**

To actively participate in governance activities to ensure that the highest standards of care and business conduct are achieved.

### **Health and Wellbeing**

Employees are expected to take all reasonable steps to look after both their physical health and mental health. To support employees to achieve this NUH offers a wide range of health and wellbeing activities and interventions. The full programme can be viewed at on the staff intranet.

Line managers are expected to encourage and support staff to look after their health and wellbeing, including the release of staff to attend health and wellbeing activities and interventions.

### **General Policies Procedures and Practices**

To comply with all Trust policies, procedures and practices and to be responsible for keeping up to date with any changes to these.

### **WORKING CONDITIONS**

Exposure to challenging and complex case management.

### **JOB REVISION**

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

### **Service Review**

A strategic review of all Trust services is taking place, as a result of which some services, or parts of some services, may transfer from one campus to the other. This will be decided in accordance with the most appropriate way to provide the best healthcare for patients in the future and all staff will be fully consulted on about the impact of any such decisions.

**Job description reviewed by:** Jo Worrell/Julie Clough

**Date:** October 2019

